



**Dingwall Amateur Swimming Club  
COVID-19 Risk Assessment**



**LIKELIHOOD X IMPACT = ACTION**

	RISK LEVEL			
LIKELIHOOD	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	IMPACT			

LIKELIHOOD		IMPACT		ACTION	
Almost Certain	4	Death	4	High	Avoid Risk
Highly Likely	3	Hospitalisation	3	Medium	Mitigate Risk
Possible	2	First Aid at Location	2	Low	Monitor Risk
Unlikely	1	Discomfort	1	Remote	Accept Risk
<p>Multiply the incident Likelihood by the Impact rating for a particular hazard category to determine the Risk level on the Assessment chart (Left). E.g. A Likelihood of 3 multiplied by an Impact of 2 will indicate a medium risk of 6.</p>					

**Establishment:** Dingwall Leisure Centre, Dingwall  
**Activity/Environment:** Dingwall ASC Training Sessions (COVID-19)  
**Objectives:** Safe Training Environment  
**Review Date:** Ongoing (in line with Scottish Government and SASA Guidance)  
**Approved By:** Dingwall ASC and High Life Highland

**Updated: 20/07/2021**



<b>Activity:</b>	General Club Training Session (COVID-19)	<b>Responsible Person:</b>	COVID-19 Officer, Club Committee and Club Coaches
		<b>Review Date:</b>	Ongoing

Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>BEFORE TRAINING: OUTDOORS (GENERAL)</b>								
<b>Parking area: moving to/from pool and parking areas</b> <i>Pedestrian hit by vehicle</i>	All	<ul style="list-style-type: none"> <li>Crossings on the road to control traffic</li> <li>Children, if not accompanied by parents are generally dropped off so they do not need to cross where cars go.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Most swimmers are in S1 or above. Younger swimmers would be accompanied by parent/guardian.</li> </ul>	Parents Motorists	3
<b>Parking area: moving to/from pool and parking area</b> <i>Slips, trips and falls</i>	All	<ul style="list-style-type: none"> <li>Parking area and route to pool are kept in good repair</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Centre staff patrol the building and surrounds regularly.</li> </ul>	Centre Staff	2
<b>BEFORE TRAINING: INDOORS (GENERAL)</b>								
<b>Movement around poolside and changing area</b> <i>Slips, trips and falls</i>	Swimmers and coaching staff	<ul style="list-style-type: none"> <li>Appropriate footwear only</li> <li>Enforce no running rule</li> <li>Ensure all bags and equipment are stowed away from walkways</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Centre staff regularly check the changing facilities and clean as required.</li> </ul>	Centre Staff Coaches	4
<b>Poolside warm-up</b> <i>Strains and sprains/other injuries</i>	Swimmers	<ul style="list-style-type: none"> <li>All swimmers instructed in correct warm-up</li> <li>No messing around permitted</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Only swimmers in B Squad and above complete this warm-up.</li> <li>New swimmers will be supervised.</li> </ul>	Coaches If present, senior swimmers and Club Captains	2
<b>Injury during setting up/putting away</b> <i>E.g. strains and other injuries</i>	All	<ul style="list-style-type: none"> <li>Moving of heavy equipment only to be performed by adults (Coaches/Centre Staff)</li> <li>Lane Ropes set up by Coaches</li> <li>Diving blocks installed by Centre Staff</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>New coaches will be trained on how to install lane ropes correctly.</li> </ul>	Coaches Other adults	2



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>BEFORE TRAINING (COVID-19 SPECIFIC)</b>								
<b>Spread of COVID-19</b>	<b>Swimmers Coaches Parents</b>	<ul style="list-style-type: none"> <li>• Arrive in swimming kit ready to train.</li> <li>• One-way system implemented by Leisure Facility.</li> <li>• No sharing of equipment.</li> <li>• Modified Squad structures.</li> <li>• Reduced lane numbers.</li> <li>• Hand sanitiser stations throughout the centre for members upon arriving at and leaving training.</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>• Face coverings/face masks to be worn in facility, however not required on poolside.</li> <li>• Coaches must wear a face covering when speaking to or delivering instruction to swimmers or other members of the coaching/COVID staff. When coaches are not in close proximity to athletes or others, they may remove the face masks for a brief spell to ensure their wellbeing while coaching in a hot, humid environment.</li> <li>• Social distancing of 1m at all times within the exception of during training. Following <b>sportscotland</b> guidance.</li> </ul>	Facility Operator Club Coaches Club Committee Parents COVID-19 Officer	<b>3 x 3 = 9</b>
<b>Car Park</b>	<b>Swimmers Coaches Parents</b>	<ul style="list-style-type: none"> <li>• Information sent to members regarding social distancing guidelines and controls at the facility.</li> <li>• Recommendation for wearing of face coverings during travel to and from training.</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>• Video posted to Club website detailing new protocols.</li> <li>• Discussions with Leisure Facility regarding protocols in place.</li> <li>• Detailed briefing sheet sent to members prior to return. No briefing, no access.</li> </ul>	Facility Operator Club Coaches Club Committee Parents COVID-19 Officer	<b>2 x 3 = 6</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
BEFORE TRAINING (COVID-19 SPECIFIC) - CONTINUED			Likelihood	Impact	Risk			
<b>Facility Entrance and Reception area</b>	<b>Swimmers Coaches Parents</b>	<ul style="list-style-type: none"> <li>One-way system in place at Leisure Facility.</li> <li>Separate exit from swimming pool.</li> <li>Information given to parents regarding protocols.</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>Video posted to Club website detailing new protocols.</li> <li>Discussions with Leisure Facility regarding protocols in place.</li> </ul>	Facility Operator Centre Staff Club Coaches Club Committee Parents COVID-19 Officer	<b>2 x 4 = 8</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>BEFORE TRAINING (COVID-19 SPECIFIC)</b>								
<b>Changing Rooms</b>	<b>Swimmers Coaches Parents</b>	<ul style="list-style-type: none"> <li>Use of lockers and changing rooms.</li> <li>Athletes to arrive at training in costume, ready to swim.</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>Protocols emailed to swimmers and parents prior to resumption of training.</li> <li>Video posted to Club website detailing new protocols.</li> <li>Detailed briefing sheet sent to members. No briefing, no access.</li> <li>Separate entrances and exits for swimmers.</li> <li>One-way system implemented by Leisure Facility.</li> </ul>	Facility Operator Centre Staff Club Coaches Club Committee Parents Swimmers COVID-19 Officer	<b>3 x 3 = 9</b>
<b>Health Screening</b>	<b>Swimmers Coaches Parents</b>	<ul style="list-style-type: none"> <li>Completion of health screening checklist and self-declaration prior to the first training session.</li> <li>Register taken for each session to help with Test and Trace should any member fall ill with COVID-19.</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>Any swimmers, parents or coaches exhibiting symptoms discouraged from attending training.</li> <li>Any swimmers, parents or coaches who fall ill required to self-isolate for 2 weeks.</li> <li>All swimmers within the swimmers lane to be notified and asked to self-isolate for 2 weeks.</li> </ul>	Club Coaches COVID-19 Officer Club Committee	<b>2 x 3 = 6</b>
<b>Someone becomes unwell during the session</b>	<b>Swimmers Coaches</b>	<ul style="list-style-type: none"> <li>Contact parent/guardian and remove swimmer from the water.</li> <li>Use appropriate PPE.</li> <li>Make Centre Staff aware.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Emergency contact information, including medical information taken to all training sessions.</li> </ul>	Club Coaches Centre Staff COVID-19 Officer	<b>4</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>BEFORE TRAINING (COVID-19 SPECIFIC)</b>								
<b>Poolside</b>	<b>Swimmers Coaches</b>	<ul style="list-style-type: none"> <li>Coaches and volunteers must follow social distancing guidelines at all times.</li> <li>Under 18s no longer need to physically distance <b>DURING</b> sporting activity and indoor contact sport can now resume for this age group</li> <li>One-way system into and out of poolside.</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>Separate entrances and exits for swimmers.</li> <li>Reduced Squad numbers.</li> <li>Coaches must wear a face covering when speaking to or delivering instruction to swimmers or other members of the coaching/COVID staff. When coaches are not in close proximity to athletes or others they may remove the face masks for a brief spell to ensure their wellbeing while coaching in a hot, humid environment.</li> </ul>	Facility Operator Centre Staff Club Coaches Club Committee COVID-19 Officer	<b>3 x 3 = 9</b>
<b>DURING TRAINING (GENERAL)</b>								
<b>Drowning</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>NPLQ trained lifeguards on duty throughout</li> <li>Number of swimmers regulated by Coach and Leisure Centre NOP</li> </ul>	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Adhere to Leisure Centre NOP and EAP.</li> </ul>	Centre Staff Coaches	<b>4</b>
<b>Diving</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Diving at the deep end only</li> <li>Coach will control proceedings and only those who have been sufficiently trained will be permitted to dive from the blocks</li> <li>Centre staff and Coaches to ensure blocks are secure before use.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Coach supervision at all times.</li> </ul>	Centre Staff Coaches	<b>2</b>
<b>Backstroke</b> <i>Injury through colliding with wall</i>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Ensure backstroke flags are in place</li> <li>Coach education regarding finishing in Backstroke</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Coach intervention</li> </ul>	Centre Staff Coaches	<b>4</b>
<b>Lane Ropes</b> <i>Entanglement Collision</i>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Ensure lane ropes are securely fixed in place</li> <li>Do not overcrowd the lane.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>		Centre Staff Coaches	<b>4</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
DURING TRAINING (GENERAL)			Likelihood	Impact	Risk			
Injury during training <i>Overheating</i>	Swimmers	<ul style="list-style-type: none"> <li>Low risk as water and surroundings kept at a suitable level for training</li> <li>Participants have access to water bottles</li> <li>Trained NPLQ staff present</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Training will not go ahead if water temperature is below 28 or above 32 as dictated by the Centre.</li> </ul>	Centre Staff Coaches	2
Injury during training <i>Exhaustion</i>	Swimmers	<ul style="list-style-type: none"> <li>Coaches to ensure activity matches ability level</li> <li>Coaches to monitor swimmers throughout the session</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>Trained NPLQ staff present.</li> </ul> <b>ALL MUST LISTEN TO LIFEGUARD INSTRUCTIONS.</b>	Coaches	2
DURING TRAINING (COVID-19 SPECIFIC)			Likelihood	Impact	Risk			
Lane Numbers	Swimmers	<ul style="list-style-type: none"> <li>Reduced Squad numbers.</li> <li>Single width lanes with reduced lane numbers.</li> <li>Pre and Post pool exercises not recommended.</li> <li>Under 18s no longer need to physically distance <b>DURING</b> sporting activity and indoor contact sport can now resume for this age group.</li> <li>Where under 18s and 18+ athletes are mixing in a session, all athletes are considered as 18+ and non-contact protocols apply, thus physical distancing in the activity must be incorporated.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>COVID-19 Officer present at training to ensure protocols are followed.</li> <li>Separate entrances and exits to and from poolside.</li> <li>Appropriate rest periods to ensure social distancing is maintained if athletes 18+</li> </ul>	Coaches COVID-19 Officer	3 x 3 = 9



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>DURING TRAINING (COVID-19 SPECIFIC)</b>								
<b>Hygiene Measures</b>	<b>Swimmers Coaches</b>	<ul style="list-style-type: none"> <li>COVID-19 protocols communicated to all members in advance of resumption of training.</li> <li>Detailed brief sent to members. No brief, no access.</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>Video posted to Club website detailing new protocols.</li> <li>Hand sanitiser provided by the Centre for members upon arriving at and leaving training.</li> </ul>	Club Coaches COVID-19 Officer Club Committee	<b>3 x 3 = 9</b>
<b>Equipment</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Sharing of equipment is prohibited.</li> <li>Recommendations of cleaning protocols after each training session to be circulated.</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>Swimmers must bring their water bottles to training clearly marked with their own name to avoid accidental sharing.</li> </ul>	Club Coaches COVID-19 Officer	<b>3 x 3 = 9</b>
<b>Diving</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Diving at the deep end only</li> <li>Coach will control proceedings and only those who have been sufficiently trained will be permitted to dive from the blocks</li> <li>Centre staff and Coaches to ensure blocks are secure before use.</li> <li>Swimmers must not crowd the blocks while waiting to dive.</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>Blocks to be sanitised between uses with a bucket of chlorinated water.</li> </ul>	Club Coaches COVID-19 Officer Centre Staff	<b>2 x 4 = 8</b>
<b>Spectating</b>	<b>Parents Centre Staff</b>	<ul style="list-style-type: none"> <li>No spectating permitted in the upstairs viewing gallery.</li> <li>Parents must wait in the car park.</li> <li>Parents of swimmers aged 10 and Under to remain on site as per the Club's Changing Room Policy.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Video posted to Club website detailing protocols.</li> </ul>	Club Coaches COVID-19 Officer Facility Operator Centre Staff	<b>4</b>





Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
DURING TRAINING (COVID-19 SPECIFIC)			Likelihood	Impact	Risk			
Exit	Swimmers Coaches	<ul style="list-style-type: none"> <li>One-way system in place.</li> <li>Swimmers to leave the facility as soon as possible without showering.</li> <li>Instructions to parents regarding collection of their children (younger age swimmers).</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Video posted to Club website detailing new protocols.</li> <li>Hand sanitiser provided by the Centre for members upon arriving at and leaving training.</li> <li>Coaches must wear a face covering when speaking to or delivering instruction to swimmers or other members of the coaching/COVID staff. When coaches are not in close proximity to athletes or others they may remove the face masks for a brief spell to ensure their wellbeing while coaching in a hot, humid environment.</li> </ul>	Facility Operator Centre Staff Club Coaches COVID-19 Officer Parents	3 x 3 = 9



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>ANYTIME BUT ESPECIALLY DURING TRAINING (continued)</b>								
<b>Medical Conditions</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Coaches have full access to details held as part of Club Membership</li> <li>Ensure swimmer or carer has access to any inhalers etc. They might require during the session</li> <li>Emergency contact numbers taken to training each session</li> <li>Parents/Guardians must advise the coach of any short term health issues. Coach to decide if swimmer can train.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>Ensure coaches have access to medical information at all times.</li> <li>Significant long-term conditions: parent/guardian to remain in close proximity in all cases where swimmer might need help in managing their condition. Ultimately, if risks comes from condition rather than activity, parent and child to decide whether risk is acceptable.</li> </ul>	Coaches Parents Swimmers	<b>2 x 2 = 4</b>
<b>Emotional or Physical Abuse</b>	<b>Swimmers Coaches Officials Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>Wellbeing and Protection Policy in place on Noticeboard and Club Website.</li> <li>Wellbeing and Protection Officer (WPO) to advise on how to look for signs and how to proceed with problems that may arise.</li> <li>Contact Scottish Swimming Child Protection team.</li> <li>Coaches and Officials to have 'Safeguarding Children' training.</li> <li>Coaches must have up to date PVG.</li> <li>Club Captains to encourage older swimmers to look out for others.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Coaches without safeguarding training need to get it as soon as reasonably possible.</li> <li>Child welfare is everyone's responsibility.</li> <li>All coaches must have an up to date PVG.</li> </ul>	Coaches Committee Wellbeing and Protection Officer All Adults	<b>4</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>ANYTIME BUT ESPECIALLY DURING TRAINING (continued)</b>								
<b>Children leaves facility and becomes lost/injury</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Swimmers must not leave poolside during session without seeking permission.</li> <li>If swimmer has to stop training, parent/carer will be notified and child must wait where coach can see them.</li> <li>Swimmers not permitted to leave the building except in the care of a responsible adult.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Parent contact details available for all Coaches.</li> <li>Late Collection policy in place.</li> <li>Coaches will not leave the facility until all swimmers have been collected.</li> </ul>	Coaches Parents Centre Staff	<b>2</b>
<b>AFTER TRAINING (GENERAL)</b>								
<b>Late Collection</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Swimmers not permitted to leave the building except in the care of a responsible adult.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Parent contact details available for all Coaches.</li> <li>Late Collection policy in place.</li> <li>Coaches will not leave the facility until all swimmers have been collected.</li> </ul>	Swimmers Parents/Guardians Coaches	<b>2</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>COACHES QUALIFICATIONS</b>								
<b>Competency</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>All sessions are overseen by a qualified Scottish Swimming teacher/coach and operated in accordance with Scottish Swimming guidelines.</li> <li>As part of the induction process all Coaches also go through specific facility and club information in case of an emergency.</li> <li>For coaching sessions on poolside alone the minimum qualification of a Level 2 Teacher/Coach is required.</li> <li>Coaches must be 18&amp;O to supervise a session independently.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Ensure appropriate cover is in place to assist during holiday times. In the event of inadequate cover training will be cancelled.</li> <li>Ensure a minimum of two coaches per session.</li> </ul>	Club Committee Coaches	<b>2</b>
<b>Competency</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Copies of Coach Qualifications stored digitally and analogue.</li> <li>Leisure Centre carries out Child Protection Audits yearly to request copies of coaches PVGs and Qualifications</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Any changes to coaches qualifications will be communicated to the Committee and Wellbeing Protection Officer.</li> </ul>	Club Committee Coaches	<b>2</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>MAJOR INCIDENTS</b>								
<b>Fire or Chemical Spill</b> <i>Burns</i> <i>Smoke/toxic gas inhalation</i> <i>Crush injuries while escaping</i>	<b>Everyone</b>	<ul style="list-style-type: none"> <li>Leisure Centre Fire Evacuation Plan</li> <li>Exits to be kept clear of bags and equipment</li> <li>Emergency contact numbers taken to training each session.</li> <li>Pool Alarm and Fire Alarm points on poolside (and throughout building)</li> <li>Registers to be taken by Coaches to allow for headcount to ensure all swimmers are accounted for.</li> </ul>	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Lifeguards and coaches to be aware of the evacuation plan, exits and assembly points.</li> </ul> <b>ALL MUST LISTEN TO LIFEGUARD INSTRUCTIONS</b>	Centre Staff Coaches	<b>4</b>
<b>Other major incidents</b> <i>E.g. bomb threat, structural failure, lighting failure</i>	<b>Everyone</b>	<ul style="list-style-type: none"> <li>Leisure Centre Fire Evacuation Plan</li> <li>Exits to be kept clear of bags and equipment</li> <li>Emergency contact numbers taken to training each session.</li> <li>Pool Alarm and Fire Alarm points on poolside (and throughout building)</li> </ul>	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Lifeguards and coaches to be aware of the evacuation plan, exits and assembly points.</li> </ul> <b>ALL MUST LISTEN TO LIFEGUARD INSTRUCTIONS</b>	Centre Staff Coaches	<b>4</b>